

STAFF SERVICES ANALYST I/II

(Madera County Title: Staff Services Analyst I)

CLASSIFICATION DEFINITION

The Staff Services Analyst I/II classes are responsible for performing general administrative, personnel, staff development, fiscal, and/or program analytical work. Incumbents gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees and others to give and receive information; prepare reports and make recommendations on procedures, policies, and program/functional area issues and alternatives; review and analyze proposed legislation and advise management on the potential impact; make decisions in financial, personnel, and other administrative systems of average to difficult complexity; and prepare correspondence.

The Staff Services Analyst I level is the entry level into the professional series. Incumbents work under close supervision. Assignments are generally limited in scope and under the direction of a higher-level employee. As experience is gained, the incumbent is granted more independence from supervision. Most incumbents are expected to promote to the II level after a year of satisfactory performance; however, positions limited to analytical duties of a more routine, repetitive nature will be permanently allocated to the I level.

Staff Services Analyst II is the journey level in the series and under general supervision, is responsible for performing at the journey level, working independently, performing the full range of duties. It differs from the Senior Staff Services Analyst in that the latter either/or supervises technical staff and other analysts or they are given the highly specialized and complex assignments consisting of department-wide responsibilities.

At the Staff Services Analyst II level, assignment can be in any of one the following options: General, Personnel, Staff Development, Fiscal, or Program Analysis. In addition to assignment in one of the options, separate minimum qualifications and recruitments are permitted which allow for separate lists for each option that meet the specific needs of the assignment. If a position in this class is allocated to one of the options, the assignment of such option is made only in those departments that are large and complex enough to support such specialized assignments.

TYPICAL DUTIES

Duties may include, but are not limited to, the following. For Staff Services Analyst I, duties are performed at the entry level:

For All Options:

- Compiles and analyzes data and makes recommendations on the formulation of policy and procedures and staffing and organizational changes.
- Conducts surveys and performs research and statistical analysis on administrative, fiscal, personnel, and/or programmatic problems.
- Performs professional analytical and technical work in the formulation and administration of department or division budgets, development and management of grants and

contracts, management of department level procurement, and /or coordination of personnel functions.

- Participates and assists in the design, implementation, and installation of new and revised programs, systems, software, procedures, methods of operation, and forms.
- Assists in coordinating and monitoring the administrative functions of the department; compiles materials; assists in the preparation of budgets, reports, manuals, and publications.
- Assists in the coordination of departmental activities with other departments, divisions, units, and with outside agencies; represents the department in committee meetings; responds to complaints and requests for information.
- Reviews, evaluates, and decides on appeals in administrative hearings.
- May lead and train staff as assigned.
- Performs related duties as assigned.

For Personnel Option (in addition to the general duties):

- Assists with or conducts recruitments and examinations, including outreach activities for equal employment opportunity recruiting.
- Assists with or conducts classification and pay studies, including job audits, salary surveys, class specification revisions, or new class development.
- Assists or handles various labor relations activities including handling grievances and serving as a team member during negotiations.
- Conducts investigations into a variety of employee and/or consumer complaints, including civil rights complaints.

For Staff Development Option (in addition to the general duties):

- Conducts assessment to determine training and development needs.
- Identifies, develops, and/or coordinates resources for training and staff development including workshops, college coursework, training programs, and on-the-job training sessions.
- Conducts workshops and training sessions on a variety of topics including but not limited to technical skills, program areas, supervisory principles, customer service skills, safety, diversity, and sexual harassment prevention training modules.

For Fiscal Option (in addition to the general duties):

- Performs fiscal analysis and prepares recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities; analyzes findings and prepares recommendations for department management.
- Assists in budget preparation, proper expenditure coding, document preparation, and other financial-related activities; monitors budget for various units and projects.
- Assists in the fiscal and accounting oversight, monitoring, and management of contracts, grants, and other funding/expenditure sources.

For Program Analysis Option (in addition to the general duties):

- Plans, identifies, and analyzes program administration problems and develops solutions.
- Reviews regulatory materials for program impact; possible review and revision of current systems and procedures.
- Coordinates multi-disciplinary groups for program systems review.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge and abilities listed below are related to job duties as distinguished between the two levels in the Definition section.

For All Options:

Knowledge of:

- General public and business administration principles and practices.
- Governmental functions and organization.
- Principles and practices of the functional areas applicable to the assigned options.
- Principles and practices of leadership and supervision.

Ability to:

- Gather and analyze data.
- Identify problems and central issues.
- Reason logically and critically.
- Perform, analyze, and document research.
- Research legislative issues and read and understand legislation.
- Read and interpret operating procedures and regulations.
- Recommend and implement changes/improvements.
- Speak and write effectively using proper English.
- Establish and maintain effective working relationships.
- Work independently and accept increasing responsibility.
- Provide leadership over task forces and/or less experienced staff.
- Analyze policies, procedures and programs and make effective recommendations.

For Personnel Option (in addition to general KAs):

Knowledge of:

- Principles of public sector personnel administration.
- Principles and methods of position classification, examination administration/development, job analysis and organization in the public sector; accepted practices to determine job content, evaluate complexity and difficulty of job duties, and identify required skills, knowledge and abilities.
- Basic statistical methods used in selection and other personnel programs.

Ability to:

- Interpret and apply equal opportunity laws, civil service regulations, and provisions of contracts, ordinances, and negotiated agreements and other regulations or policies relating to personnel.

For Staff Development Option (in addition to general KAs):

Knowledge of:

- Principles and practices of employee training and development.
- Adult learning processes.

- Variety of training programs for employee development.
- Effective communication, facilitation methods, and aids used for training programs and presentations.

Ability to:

- Plan, coordinate, and implement training programs.
- Speak effectively and convey ideas clearly while facilitating group discussions and training sessions.

For Fiscal Option (in addition to general KAs):

Knowledge of:

- Budget preparation and control, basic accounting principles, and elementary statistical methods.
- Methods and procedures of governmental budget preparation and control.
- Financial statement preparation.

Ability to:

- Perform budget, grant, and contract analysis, preparation, and monitoring.
- Analyze and make effective recommendations regarding financial and accounting procedures.

For Program Analysis Option (in addition to general KAs):

Knowledge of:

- Principles, methods, and techniques of community organization and development, program planning and design, grant writing, budget development, and program evaluation.
- Theories, principles, goals, and objectives of public social services.
- Laws, rules, and regulations governing assigned program areas.

Ability to:

- Apply social service planning principles and techniques to problems and issues.
- Build coalitions among groups with differing needs and objectives.
- Plan and evaluate social service programs.

Minimum Qualifications (Education and/or Experience)

Staff Services Analyst I (All Options)

-Either-

1. One (1) year of experience equivalent to Eligibility Worker III, Employment and Training Worker III, Social Worker II, or Child Support Specialist III in the Interagency Merit System.

-Or-

2. Two years of experience equivalent to Eligibility Worker II, Employment and Training Worker II, or Child Support Specialist II in the Interagency Merit System

-Or-

3. A Bachelor's Degree from an accredited college or university.

Note: Full supervisory experience or analytical experience performing either general administrative, personnel, fiscal, staff development, or program analysis work (depending

upon the option recruited for) may substitute for up to two years of the required education on a year-for-year basis.

Staff Services Analyst II

-Either-

1. One (1) year of experience in the Interagency Merit System performing duties comparable to Staff Services Analyst I.

-Or-

2. Depending upon the option recruited for, one (1) year of professional experience performing either general administrative, personnel, fiscal, or staff development work.

-And-

A Bachelor's Degree from an accredited college or university.

Note: Additional professional experience performing either general administrative, personnel, fiscal, staff development, or program analysis work (depending upon the option recruited for) may substitute for up to two years of the required education on a year-for-year basis.

Driver License Requirement:

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on county business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the county. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.